

## CLAIMS

We Claim:

- 1 1. A process for managing documents which comprises the steps of:  
2 recognizing text in each image;  
3 extracting the text to form a text file;  
4 verifying the text file which comprises the sub steps of generating an adjustable  
5 score threshold and scoring each text file to determine if the text file exceeds the  
6 score threshold; and  
7 using the text file to form an inventory of every word;  
8 wherein the process occurs without manual coding.
- 9 2. The process of Claim 1 which, prior to the step of recognizing text in each image, further  
10 comprises the steps of:  
11 scanning each document to form each image; and  
12 assigning a unique number to each image.
- 13 3. The process of Claim 1 which, after the step of using the text file to form an inventory of  
14 every word, further comprises the step of forming a database wherein the database comprises:  
15 each image;  
16 each text file;  
17 and the text inventory.
- 18 4. The process of Claim 1 which further comprises the step of correcting text files that fail  
19 to exceed the adjustable score threshold.
- 20 5. The process of Claim 1 which further comprises the step of mapping text position in  
21 relation to the image.

1     6.     The process of Claim 1 wherein the text file is a separate file tethered to the image.

1        7.        The process of Claim 2 which further comprises the step of inserting sheets containing  
2        specific automated scanner instructions between at least two documents prior to the step of  
3        scanning each document to form each image.

1     8.     The process of Claim 2 which further comprises the step of changing the resolution of at  
2     least one image.

1        9.        The process of Claim 3 which further comprises the step of allowing users to access the  
2        database via a wide area network.

10. The process of Claim 9 which further comprises the step of establishing access levels.

11. The process of Claim 9 which further comprises the step of allowing users to search the database, save search results of the database, view images from the database, request prints of images, or contribute to the database over a wide area network.

12. The process of Claim 11 wherein a contribution to the database is an annotation, a redaction, a folder creation, a creation of record, a designation of privilege, an online collaboration, or an image upload.

1     13.     A system for managing documents comprising:

2             extraction software capable of extracting text from images to form text files;

3             verification software capable of scoring each text file to determine if the text file

4             exceeds an adjustable score threshold;

5             text indexing software capable indexing each text file to form an inventory; and

6             a file server capable of containing each image and the text inventory.

1     14.     The system of Claim 13 further comprising:  
2                a database server capable of accessing the file server;

3 a web server capable of accessing a wide area network;  
4 a first firewall that is located between the web server and the database server; and  
5 a second firewall that is located between the database server and the file server.

1 15. The system of Claim 13 further comprising a scanner capable of scanning the documents  
2 to form the images.

1 16. The system of Claim 14 further comprising at least one user interface capable of  
2 connecting to the wide area network and accessing the web server in a customizable secure  
3 environment.

1 17. A method of using a system for managing documents, wherein the system comprises at  
2 least one server containing a database having images and a text inventory created from extracted  
3 and verified text layer exceeding an adjustable scored threshold from each image accessible via a  
4 wide area network, the method which comprises the steps of:

5 accessing via the wide area network; and  
6 searching the inventory via the wide area network.

1 18. The method of Claim 17 which further comprises annotating, redacting, printing, printing  
2 a batch of images, saving information to the database, managing different versions of an image  
3 or text entries, customizing record information, or collaborating with additional users over the  
4 wide area network.

1 19. The method of Claim 18 wherein redacting alters both an image and corresponding  
2 portions of the text layer and the text inventory associated with the image.

20. The method of Claim 17 which further comprises the steps of:  
downloading a portion of the database on a user computer while connected to the  
system via the wide area network;  
accessing and modifying the portion while not connected;

synchronizing the modifications to the database once reconnected to the system via the wide area network.

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